



Natural Resources Conservation Service
655 Parfet Street, Room E200C
Lakewood, Colorado 80215

August 3, 2007

GENERAL MANUAL
120 – ADS
AMENDMENT CO-1 – (Part 402)

SUBJECT: ADS – COMMUNICATION, Subpart B-Mail

Purpose: To clarify procedures for acceptance of FedEx, DHL, UPS, etc. in the Colorado State Office.

Effective Date: This Amendment is effective upon receipt.

Explanation: This Amendment adds to the General Manual 120-ADS, Part 402, Subpart B-Mail that provides State Office policy for the procedures that will be used in signing for and delivery of mail received at the front desk.

Filing Instructions: Insert the following:

- The State General Manual Contents, Part CO402 – Communications on page CO-402i(1), dated August 2007
- The State General Manual Amendment CO402.22 Responsibilities on page CO402-18(1) dated August 2007.

/s/

ALLEN GREEN
State Conservationist

Attachment